

12 February 1964

MEMORANDUM FOR : Mr. Kirkpatrick

*ABK
15 Apr 64*

SUBJECT : Report of Cable Secretariat Operations from 1-31 Jan 1964

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 47,215 items for January 1964 broken down as follows:

		Comparison with the 1963 monthly average

CIA IN cables	20,116	+ 5%
CIA OUT cables	6,689	- 5%
TD's	1,711	+ 1%
Miscellaneous Items	3,573	+14%
Non-CIA cables	<u>15,126</u>	<u>+ 3%</u>
Total Work Units	47,215	

b. The January 1964 total represents an increase of 1,605 or 4% over the 1963 monthly average of 45,610. The Cable Secretariat did a daily average of 1,523 items each 24 hours including Saturdays and Sundays.

c. 2,114 cables or 5% of all cables processed were furnished to the Director as compared to 1,457 or 4% for December 1963. A greater number of cables were selected for the O/DCI because of the Director's trip, the Attorney General's trip, and a rash of situations around the world.

2. Personnel

25X1A We have [redacted] persons on duty against a ceiling and T/O of [redacted]

25X1A

3. General

25X1A

a. On 29 January I approved preliminary plans for the elimination of noise in the Cable Secretariat. We understand that [redacted] has been assigned by the Chief, Logistics Services Division, to see that all renovations needed in the Cable Secretariat are made. This includes elimination, addition and relocation of partitions and adjustment to the air-conditioning system. The paint color scheme,

wall covering and the selection of reception and lounge furnishings will be looked into by the Interior Space Design Group. Background music, if installed, has to be purchased by the Cable Secretariat, and until money can be obtained, will not be done.

b. During the month we attended, along with Signal Center, an IBM briefing. The IBM experts gave a brief outline of an automated method of accomplishing a major part of the message logging and printing requirements of the Message Center by using computers. This demonstration was very interesting and it is possible that we may use some type of computer in our process. Meanwhile, we and Signal Center are studying the possibility of utilizing present equipment to better our processing while we study the feasibility of using a computer.

c. We returned the IG study with comment. I believe the IG inspectors did a fine job and I am gratified with their findings and their recommendations. Based on the IG's recommendation, the Office of Personnel, Salary and Wage Division approved three Information Control Clerk-Supervisor slots.



Cable Secretary

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